

MyCAA Spouse Education and Training Plan Guidance 23 Sep 2010

Prior to requesting MyCAA financial assistance (FA), military spouses are required to develop an Education and Training (E&T) Plan and upload it to their MyCAA Account for approval by a MyCAA Career and Education Consultant. This package may contain several pages of information ([see samples](#)).

Required information:

- ✓ Correct name of school and campus location
- ✓ School's website URL (for plans that are copied from a school website)
- ✓ All courses (or the block of study) for which MyCAA financial assistance will be used (include course names/titles/codes). NOTE: Only courses listed in the spouse's Education & Training (E&T) plan will be approved for MyCAA funding. Be sure to list a range of possible "elective" courses that meet academic requirements. Once approved, spouses cannot add additional courses to plan.

Acceptable Source Formats:

- ✓ School letterhead with program of study course information, or
- ✓ School brochure with program of study course information, or
- ✓ School's course catalog (pertinent pages only) that clearly identifies school name, or
- ✓ School's website (pertinent pages only) that clearly identifies school name (e.g. URL), or
- ✓ School's Student Education Plan with program of study information

Acceptable File Formats:

- ✓ Word Document (.doc)
- ✓ Excel Spreadsheet (.xls)
- ✓ PDF (.pdf)
- ✓ Web Archive (.mht) (Only works with Internet Explorer; see [guidance on next page](#))

NOTE: Once spouses have uploaded their plan into their MyCAA Account, a MyCAA Career and Education Consultant will review and approve the E&T Plan to confirm it:

- Leads to a recognized license, certificate, certification or Associate's degree (not in General Studies or Liberal Arts).
- Contains coursework that will help the spouse pursue gainful employment in a Portable Career Field and Occupation.

Spouses will receive a notice in their MyCAA Account Message Box when their plan is approved. Approval can take up to 14 calendar days. **Remember to request MyCAA financial assistance (FA)** on a course-by-course basis after the E&T plan is approved and course start/end dates are known.

Guidelines for creating a Web Archive (.mht) File:

To copy web pages from a school website that lists course information that will be used by a military spouse to meet Education and Training Plan requirements, follow these steps.

1. Open your School's Website
2. Click "File"
3. Click "Save As"
4. Select "Web Archive, single file (.mht)".
5. Save to your desktop

This function is only supported by Microsoft, so spouses will have to use Internet Explorer (IE). This process will NOT work with Google Chrome, Safari, or Firefox browsers.